

VOCA REPORTING TABLE

REQUIREMENT: A copy of each report submitted must be saved in the corresponding grant file.

REPORT	PERIOD COVERED	SUBMIT TO OCJP
Tennessee Dept. of F & A Invoice for Reimbursement (Please make request for invoices to Maher Wasef)	Monthly (minimum quarterly)	Maher.M.Wasef@tn.gov for Questions and Inquiries OBF.Grants@tn.gov for Invoicing
SUBGRANT AWARD REPORT (SAR)	Projection for next project year Within 30 days of start date of award and each subsequent project year	Completed online (PMT System) and copy emailed to Program Manager:
SUBGRANTEE DATA REPORT (Output)	Quarterly for Period Ending July through September October through December January through March April through June	Completed online (PMT System) and copy emailed to Program Manager: October 15th January 15th April 15th July 15th
Narrative Annual Performance	July 1st – June 30th	Form will be Provided by your Program Manager Submit to Program Manager by October 31st
Client Survey Annual Outcome Report	July 1st – June 30th	Submit Online by July 31 st
Transitional Housing Annual Output and Outcome Report	July 1st – June 30th	Submit Online by July 31 st
Quarterly Program Income Summary	Quarterly for Income Producing: July through September October through December January through March April through June Fiscal Year (July 1 st through June 30 th) – NO Income Producing:	Submit Online by: October 15th January 15th April 15th July 31 st July 31st

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Equipment Summary	July 1 st through June 30 th	<p>Completed online by:</p> <p>July 31st</p> <p><u>Equipment Summary report is only required for programs which purchased individual equipment items valued at \$500 or more</u></p>
Policy 03 Quarterly Expense and Revenue Report (Non-Profit Agencies Only)	<p>Quarterly for Period Ending</p> <p>July through September October through December January through March April through June</p>	<p>Complete and email to OCJP.P3@tn.gov</p> <p>Due by:</p> <p>October 30th January 30th April 30th July 31st</p>
Training Participant Survey Outcome Report	July 1st – June 30th	Submit Online by July 31 st
Domestic Violence Shelter Programs Output Report	July 1st – June 30th	<p>Submit Online by July 31st</p> <p><u>All Fund Sources require that ALL clients participating in your domestic violence shelter program(s) be counted as part of this annual output report regardless of the grant type.</u></p>
ANNUAL FISCAL AUDIT or ANNUAL FISCAL REPORT non Profit Agencies Only	The most recent fiscal year.	<p>Due no later than 9 months after the close of the agency fiscal year</p> <p>OCJP Asst. Director, Fiscal Wendy.Heath@tn.gov</p>